



TOWN OF WEST HARTFORD

Administration and Technology Committee
Town Hall, 50 South Main Street, Room 312
Monday, January 14, 2019, 8:00 AM

MINUTES

Attendance

Liam Sweeney (Chair)
Chris Barnes (phone)
Beth Kerrigan (phone)
Chris Williams

Staff

Matt Hart, Town Manager
Jared Morin, Director of Information Technology
Bob Palmer, Director of Plant and Facilities (phone)
Essie Labrot, Town Clerk
Renee McCue, Public Relations Specialist

1. Call to Order

Chair Liam Sweeney called the meeting to order at 8:00 AM.

2. Communications

- a. The November 5, 2018 meeting minutes were received by the committee.

3. Information Technology Update

Jared Morin provided this brief update to the committee. Staff will begin a test run of electronic personnel action forms very soon. The department is also working on the PA system in Town Hall. Work on the website is pending based on the Town's new logo. Training for BoardDocs will be at the end of the month.

4. Plant and Facilities Update

Bob Palmer provided this update to the committee. There are no major issues with Town or school buildings. He will continue to monitor the ice at Hall High School and complete some orange fencing to address concerns.

The department is preparing for a special election in February and working closely with the Registrars of Voters on polling locations which will provide a balance for school operations and security, as voting will take place while school is in session.

He updated the committee on current and completed capital projects as well as major projects being initiated.

The department is tracking on budget for FY19 regarding Energy Conservation and Sustainability. Generation and supplier contracts for electricity are locked in through December 2020. He briefed the committee on various renewable energy and energy conservation projects. The Town recently received an incentive based check from CNG in the amount of \$120,000.

The SustainableCT West Hartford team will reconvene in January to discuss goals and plans for 2019. Last year, the Town was awarded a silver certification and the team hopes to earn a bronze certification this year.

More than half of the schools in Town are participating in the plastic recycling challenge. 3

Sedgwick students are working with the Clean Energy Commission on an awareness campaign aimed at banning plastic bags in Town. The students will be speaking to the full Council at a meeting in the future.

The committee would like to highlight the schools and Town for their ongoing renewable efforts and activities through various public relation initiatives.

He provided an overview of the process of selecting major projects for the Town and Board of Education.

5. Town Clerk Update

Essie Labrot provided this update to the committee. There will be a special election on February 26, 2019. All polling places will be open from 6am to 8pm. She anticipates a 20% turnout rate, similar to the last special election held in 2011.

Staff will participate in BoardDocs training on January 29, 2019. The Council will receive a resolution approving the appropriation of funds to cover the purchase of iPads which will be used. Funding is available for this purchase in the State Library Historic Documents Preservation Account and not the operating budget.

Staff is interested in a customer service center in the lobby which would include computer kiosks for residents to use to gather information, obtain forms, and other services. The committee would like to see a formal proposal.

6. Business Items

- a. **Town Logo Project-** Renee McCue presented this item to the committee. She detailed the Town's logo, project committee, project objectives and timeline. The Town selected a local marketing company to assist in the development of a new logo and has engaged the public through survey to assist in the creation. The two logo finalists were presented to the committee. The next step is to share the logos with the remaining members of the council and then send the logos out to the community via a survey.
- b. **2018 Annual Report-** Matt Hart and Renee McCue discussed this item with the committee. The Annual Report is designed to cover highlights from the previous fiscal year. Many municipalities in the state publish such a report. The Town has not had an annual report in over 10 years. The 2018 report has been pulled after receiving questions and comments about its content. Staff has reviewed the issues and would like to move forward with sending out the report after addressing Council concerns.

The committee provided feedback. Staff will incorporate recommendations into the final report before electronically re-distributing.

7. Adjournment

The Chair adjourned the meeting at 8:49 AM.